



PRE-BID MEETING MINUTES & BID CLARIFICATION MATRIX 1

**FOR
CONSULTANCY SERVICES FOR CONSTRUCTION SUPERVISION FOR THE UPGRADE OF THE TOGWAJAALE
BORDER CROSSING BRIDGE, BETWEEN ETHIOPIA AND SOMALILAND**

[TENDER NO: PRQ20241492]

FINANCED & PROCURED BY

TRADEMARK AFRICA

VENUE: VIRTUAL MEETING VIA MICROSOFT TEAMS

DATE & TIME: 16TH JUNE 2025 AT 10.30 A.M. (NAIROBI TIME).

PRQ20241491 - CONSULTANCY SERVICES FOR CONSTRUCTION SUPERVISION FOR THE UPGRADE OF THE TOGWAJAALE BORDER CROSSING BRIDGE, BETWEEN ETHIOPIA AND SOMALILAND

ATTENDANCE

TMA Representatives & Bidders

APOLOGIES

No apologies were received.

MINUTE 001/16/2025: INTRODUCTION

The meeting started at 10:32 A.M. and was called to order by the Procurement Lead which was followed by a self-introduction by first all TMA attendees, and all bidder representatives present.

The presence of all representatives of the attending firms was acknowledged and they were all welcomed to the session.

MINUTE 002/16/2025: PRE-BID SCHEDULE AND ACTIVITIES

The Procurement team took the participants through the proposed program for the day, indicating the activities for each as follows: -

- 1) Project brief and Procurement requirements Presentations by the Procurement team,
- 2) Technical Presentation from the Technical team,
- 3) Queries and answers; and
- 4) Conclusion/ adjournment.

During the session, the presentation on what was expected by the procurement team was well-detailed to the bidders.

MINUTES 004/16/2025: PROJECT BRIEF

The bidders were taken through a detailed brief of the project objectives, timelines, and requirements by the project team and procurement team from TMA. This was done by way of a PowerPoint presentation.

MINUTE 005/16/2025: QUESTION AND ANSWER SESSION

After the presentation, bidders were informed that the pre-bid meeting would not necessarily be able to answer all questions raised, but all questions would be documented, and appropriate responses prepared and uploaded to the TMA website. Questions raised and answers provided during the meeting were recorded and uploaded on the TMA website as **Clarification Matrix 1**.

Bidders were further advised to make written submissions to the email address provided and within the timeline indicated in the tender document for TMA procurement to compile a clarification matrix to be uploaded on TMA website.

MINUTE 006/16/2025: CONCLUSION/ ADJOURNMENT

The TMA team appreciated all participants for their attendance and cooperation. They were all wished the very best in pursuit of securing the contract for the assignment under tender and were assured of the Procuring Entity's commitment to a smooth and transparent process.

There being no other business, the meeting concluded at **11:30 A.M Nairobi** Time.

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TENDER TITLE: CONSULTANCY SERVICES FOR CONSTRUCTION SUPERVISION FOR THE UPGRADE OF THE TOGWAJAAL BORDER CROSSING BRIDGE, BETWEEN ETHIOPIA AND SOMALILAND

TENDER NUMBER: PRQ20241492

This clarification matrix forms an integral part of the tender document and therefore, *must be considered* carefully considered by service providers in preparation and submission of bids.

It is divided into two sections: -

1. Section 1 contains the clarifications to queries raised and requested through the official bidding clarification email address (that is procurement@trademarkafrica.com).
2. Section 2 contains general tips on how to prepare and submit a competitive bid.

All communications must be directed to the procuring entity, Trademark Africa through procurement@trademarkafrica.com as provided for in the tender document.

SECTION 1: QUERIES AND RESPONSES

These clarifications are for those queries sought by bidders in line with the RFP of the tender document:

S/ No	Query	Response	Status (closed/ open/ pending)
1.	The TOR mentions only the length of the box culvert but does not specify regarding the length or span of the bridge structure. We kindly request the Client to clarify the following: <ul style="list-style-type: none">• Is the structure intended to be a bridge formed by multiple box culvert cells (i.e., a culvert-type bridge)? Or does the design include a separate?• superstructure beyond the culverts.?	As per the drawings, the bridge is 4x4x2.5 box culverts. Refer to the drawings	Closed
2.	As per standard practice and FIDIC provisions, As-Built Drawings are prepared by the Works Contractor. However, the TOR mentions that the Consultant shall prepare and submit As-Built Drawings. Kindly clarify	The Consultant's responsibility is to review and approve the "As built drawings "prepared by the contractor.	Closed
3.	The TOR allocates 1 month of input for the Draftsman. However, considering the scope includes comprehensive design review, preparation of additional or revised construction drawings, and verification of as-built drawings, we believe the Draftsman will be required for a longer duration. Kindly clarify	The scope of the draft man is to prepare drawings based on other experts' guidance. Therefore, the estimated person inputs of 1 month is adequate and commensurate to the ToRs.	Closed
4.	The TOR allocates 7.5 month of input (6 month Cs +1.5 DLP) for Team Leader. The duration of the Project is CS – months +DLP	The construction period is 6 months and the Defects Liability Period is 12 months. During Defects Liability period, only quarterly visits are	Closed

	<p>-12 months) However, there are extra 4 months (1 month -Practical completion reporting + 1 month - Project completion reporting + 2 month - Final account and project closeout report) So total duration of the Project is 22 months. Considering the Team Leader's responsibility as the Engineer under FIDIC, and the requirement to lead continuous design review, reporting, stakeholder coordination and inspections during the DLP, we opine 7.5-month input is not sufficient. Kindly Clarify</p>	<p>required from the Project Manager to assess if any defects is developing. There, except for the first 6 months, where the Team Leader inputs are full-time, the rest of the contract period he/she part time inputs. Therefore, the estimated person inputs are adequate and commensurate to the ToRs.</p>	
5.	<p>Since Quantity Surveyor's role is verifying interim payment certificates, managing variations, and preparing final accounts across construction and DLP phases, we opine 2-month input is not sufficient. Kindly Clarify.</p>	<p>The estimated inputs of 2 months are sufficient and commensurate with the magnitude of the project.</p>	Closed
6.	<p>Since the TOR suggests possible additional geotechnical investigations, hydrological studies, and any other relevant studies, will the Client increase the proposed 4-man month input Materials Engineer during Pre-construction Phase.</p>	<p>Not envisaged now</p>	Closed
7.	<p>As a Foreign Consultant, we generally propose an Expatriate Key Staff member (from India) for the position of Team Leader. In this regard, we kindly request the Client to consider experience in Sub-Saharan Africa, including assignments undertaken in the Horn of Africa and the Somali Region, as relevant and acceptable for demonstrating similar project experience.</p>	<p>The ToRs requirements remain unchanged</p>	Closed
8.	<p>As a Foreign Consultant, we propose an Expatriate Key Staff member (India) for the position of Team Leader. In this regard, we kindly request the Client to consider the registration of the proposed candidate with any recognized International Civil Engineering Registration Authority, in lieu of local registration requirements.</p>	<p>The ToRs requirements remain unchanged</p>	Closed
9.	<p>Please clarify whether there is any Provisional Sum for providing Capacity building/ Training to students' undergraduate development programme.</p>	<p>No Provisional Sum for providing Capacity building/ Training to student's undergraduate development programme provided for this assignment. It's a small assignment in nature.</p>	Closed
10	<p>Request Client to mention the percentage of Withholding Tax and VAT under Local Taxes.</p>	<p>Bidders are encouraged and required to engage their tax advisors for Tax obligation and related advice</p>	Closed
11.	<p>Kindly confirm whether the Technical and Financial Proposals can be submitted through a single Google Drive link, or if separate links are required for each. Additionally, since the Technical Proposal includes all</p>	<p>TMA Procurement will receive submission in the mentioned formats, key to note are submission of two separate;</p>	Closed

	<p>relevant forms and supporting documents, the total file size may exceed 500– 600 MB.</p> <p>In this regard, we would like to confirm whether the Client will accept submission via Google Drive or WeTransfer in case the file size exceeds the mentioned limit.</p>	<ul style="list-style-type: none"> 1 technical proposal MUST be in PDF and password protected. 1 financial proposal MUST be in PDF and password protected 	
12.	<p>We have noted that the Statement of Undertaking format has not been prescribed in Section 3: Technical Proposal – Standard Forms of the RFP. In this regard, we request the Client to issue the standard format of the Statement of Undertaking to ensure uniformity and compliance with the submission requirements.</p>	<p>The statement of undertaking is a declaration by a bidder confirming their willingness to comply with the terms and conditions of the RFP, including ethical standards, eligibility, and submission requirements. The uploaded version can serve as a template.</p>	Closed
13.	<p>Was there a hydraulic study carried out and will we be needed to review it?</p>	<p>The Hydrology/Hydraulics assessment was done during the Feasibility study phase, and the successful consultant will have to review it.</p>	Closed
14.	<p>Can you please confirm the Payment schedule of Consultant - Monthly or Timely Progress?</p>	<p>The type of contract will be Time-based contract for the defined contract period. Any justified extension to the works contract will be carefully assessed by the Employer to avoid any conflict of interest by the supervision consultant to frustrate the works contractor in order to get his time-based contract extended.</p>	Closed
15.	<p>What is the time allocated for the Design review?</p>	<p>The Drawings are uploaded alongside the tender in the TMA Website.</p>	Closed
16.	<p>Since Consultant need to include the Transportation Cost, request Client to provide the nearest Location (Town or settlement) near the Project Site to find the housing for Staff.</p>	<p>It is the responsibility of the bidder to get all information related to the project location and information related to their pricing.</p>	Closed
17.	<p>Kindly confirm the location of Client, where the Consultant need to attend the Client meetings.</p>	<p>Bidders are encouraged to visit TMA website and read the ToRs to get information their need</p>	Closed
18.	<p>kindly confirm whether the Visa and Work Permits for expatriate staff should be obtained from Ethiopia or Somaliland, considering the project location and applicable regulations.</p>	<p>The bidders are required to get the information related to Visa and work permit in Somaliland. The project is domiciled in Somaliland, however, Togwajaale being a border town, the bidders are encouraged to get information related to where they will be having their housing on either side of the border.</p>	Closed
19.	<p>Since the duration of engagement for the Draftsman and Quantity Surveyor is limited, we request the Client to confirm whether home-office input would be acceptable, considering the limited facilities available at the project site.</p>	<p>The home office support input is acceptable, and bidders are free to propose and quantify those inputs in their technical and financial proposals</p>	Closed

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SECTION 2: TIPS ON HOW TO PREPARE AND SUBMIT A COMPETITIVE BID

1. Administrative: -

- 1.1 Correct language (with translation/s where different language is used);
- 1.2 Timelines complied with;
- 1.3 Full response to tender requirements;
- 1.4 Attachment of required documents as per the bid instructions such as:
 - 1.4.1** Registration certificate/s;
 - 1.4.2** Tax compliance/ registration;
 - 1.4.3** Professional registrations such as that for engineers, architects, environmentalists, accountants, supply chain experts, etc.;
 - 1.4.4** Power of attorney; and
 - 1.4.5** Audited accounts for the years requested.
- 1.5 Accurate sealing/ naming of bids envelopes; and
- 1.6 Timely submissions (no last-minute rush!).

2. Technical: -

- 2.1 Very good methodology:
 - 2.1.1 Good work-plan.
 - 2.1.2 Understanding of TORs.
- 2.2 Evidenced based experience;
- 2.3 Excellent proposed team of experts/ personnel;
- 2.4 Compliant structure of bid;
- 2.5 Signed CVs of proposed experts/ personnel alongside declaration by individual of her/ his CV not being used by any other firm within the same bid especially where cross-biding is barred;
- 2.6 Keen attention on high/ important technical requirements/ qualifications areas & scoring more;
- 2.7 Quality assurance of the bid;
- 2.8 Well arranged, titled and easy to read proposal;
- 2.9 Defined jargon where used;
- 2.10 Demonstrated creativity and uniqueness of the technical bid;

3. Financial: -

- 3.1 Inclusion of taxes when advised to.
- 3.2 Fair pricing.
- 3.3 Signed submission form/s.

4. Post-award: -

- 4.1 Positive due diligence.
- 4.2 Accurate bid information.
- 4.3 Good performance (quality, cost, quantity, etc.) on award of contract.

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